

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR CONTRACT SPECIALIST
CITY: SACRAMENTO, CA
JOB REQUISITION: 2509

OVERVIEW

Reporting to the Supervising Contract Specialist in Sacramento, the Senior Contract Specialist will serve in a lead capacity as a specialist who deals with the most complex and/or sensitive projects. This position may be required to occasionally travel statewide as necessary.

DEPARTMENT STATEMENT

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, contract management, facility planning and coordination, auditing, and trial court fiscal services for the judicial branch of California government. It also provides accurate and timely financial data to the legislative and executive branches and other constituents. The division comprises six units: Budget, Accounting, Business Services, Facilities Planning, Internal Audit, and Trial Court Fiscal Services.

The primary function of the Business Services Unit is to professionally procure goods and services through the use of purchase orders and contracts.

RESPONSIBILITIES

- Develop and prepare Request for Quotes (RFQ), Request for Proposals (RFP), Requests for Information (RFI), and complicated bid documents; providing training to court staff in evaluation techniques for solicitation documents;
- Facilitate the solicitation process, including evaluation and contract award;
- Draft and award trial court and statewide solicitation documents in compliance with trial court and judicial branch needs and requirements;
- Draft and award trial court and statewide master agreements in compliance with trial court and judicial branch needs and requirements;
- Provide contract drafts for trial court, AOC, and legal staff's review;
- Lead negotiations for complex and/or critical master agreements and contracts;
- Conduct training seminars for the trial courts regarding the court's financial system, Trial Court Financial Policies and Procedures, procurement processes, and contracting procedures;
- Research and respond to procurement and contract questions regarding Trial Court Financial Policies and Procedures;
- Accomplish the agency's strategic plans to assist in developing and implementing procurement and contracting processes, policies, and procedures;
- Support the trial court procurement module of the trial court's financial system, including court implementation processes and review and release of trial court purchase order documents;
- Develop strategies to resolve potential problems on major procurements and contracts, including managing of the procurement processes and contracts to effectively meet organizational goals and objectives; and

- Perform other related duties as assigned.

QUALIFICATIONS

Equivalent to a Bachelor's degree from a recognized college or university with major course work in business administration or a closely related field and three years of professional procurement experience with major emphasis on the drafting of complex bid documents and contracts, including terms and conditions. At least one year of lead experience.

OR

One year as a Contract Specialist with the judicial branch.

Additional qualifying experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

Desirable Qualifications

Demonstrated experience in drafting solicitation and contract documents. Experience in conducting bid process, price/cost analyses, purchasing, and product research. Knowledge and experience with procurement modules of automated financial systems and word processing software. Working knowledge of encumbrance accounting.

HOW TO APPLY

This position will remain open until filled, however, to ensure consideration of your application for the earliest round of interviews, please apply immediately. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Business Services", and search for Job Req #2509, Sr. Contract Specialist. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:
 Administrative Office of the Courts
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102-3688
 415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: **\$5,549 - \$6,743 per month**
 (Starting salary will vary between \$5,549 and \$6,104 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

A supplemental questionnaire follows this job announcement.

**Supplemental Questionnaire
Senior Contract Specialist
Job Requisition #2509**

The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.

Your answers to all of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.

- 1) Briefly describe the scope and extent of your contract solicitation experience, including holding pre-proposal conferences, as it relates to your current position and/or the position where the majority of your contracting experience lies.
- 2) Briefly describe the scope and extent of your experience with vendor management and vendor negotiations.
- 3) Describe your experience in writing procedures, developing training materials, and developing purchasing processes and policies for a diverse and complex organization.